

CHAPTER 6

COMMAND POLICIES AND PROCEDURES

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CHAPTER 6

COMMAND POLICIES AND PROCEDURES

6.0 DEFINITIONS RELATED TO COMMAND

1. **COMMAND.** As delineated in chapters 8 and 9 of Navy Regulations, billets designated as command are those identified by the following Navy Officer Billet Classification (NOBC) Codes listed in the Manual of Navy Officer Manpower and Personnel Classifications, Volume I (NAVPERS 15839I (series)):

- * CO Afloat - 9233, 9234, 9235, 9236
CO Afloat - 9222
- * Squadron CO - 8670
- * CDR, Operating Forces Command - 9005, 9006
CO, Special Warfare Team - 9290
CO, Naval Construction Forces - 4305
- * CO, Naval Shore Activity - 9422
- ** CDR/CO Shore Activity - 9421
- ** MSC Commander - 9950
- ** CO, MSC Office - 9470
- * Area Commander - 9009
- ** Professor of Naval Science - 3277
Naval Engineering Research Project Officer - 7959

2. **COMMAND EQUIVALENT.** Additionally, in some contexts, the following are considered command equivalents, even though these activities do not fit the Navy Regulations description of command:

- * Designated Project Manager - 2160
- * Major Project Manager - 2161
- * Naval Attache - 9635

3. **SCREENED COMMAND.** A command to which only an officer selected by an appropriate Command Selection Board may be assigned. Those commands listed above with the single asterisk (*) are screened commands. In the context of command definitions, "screened" means "selected," not "looked at" for command. Officers screened for CDR command will be notified by official correspondence signed by NPC (PERS-4). Officers screened for CAPT command will be notified by official correspondence signed by the Commander Navy Personnel Command (CNPC). The double asterisk (**) above identifies screened commands for Fleet Support officers at the CDR level. Types of screened commands include:

a. **Major Command** - The first screened command to which a CAPT is assigned. May be either afloat or ashore.

b. **Second Command in Grade** - The second screened command to which an officer of any rank is assigned. Examples are command of a Fleet Readiness Squadron (FRS) or Carrier Air Wing.

c. **Sequential Command** - A second screened sea command for a CAPT, for which a previous CAPT grade sea command is a prerequisite. An example is command of an Amphibious Squadron.

d. **Post Major Command** - An Unrestricted Line (URL) CAPT grade command for which a completed successful major command is a prerequisite.

e. **Major Shore Command** - A URL CAPT grade screened shore command.

4. UNSCREENED COMMAND. Any command to which officers who have not been screened for command may be assigned. However, officers screened for command will be assigned as Commanding Officers (COs) of these commands in preference to non-command screened officers. These commands are primarily ashore.

5. COMMAND OPPORTUNITY. The average opportunity for any officer to have at least one screened command in grade. It is obtained by dividing the average number of screened commands available per year by the average year group size. Tour length will affect command opportunity.

6. COMMAND SCREEN CODE. A five character alphanumeric code which gives an officer's status in command selection. Exact meaning of each element can be found in the Manual of Navy Officer Manpower and Personnel Classification, Vol II (NAVPERS 15839I series).

6.1 SPECIFIC POLICIES RELATED TO COMMAND

1. ASSIGNMENT TO COMMAND. Any officer who is screened for command in grade will be assigned to command unless he or she indicates in writing an unwillingness to serve in command, is de-screened by a later command selection board, or whose performance declines following screening to the point where command assignment would be unwise. URL CAPTs who screen for a sequential command fall within this provision and, therefore, will similarly be assigned to command.

2. PREPARATION AND APPROVAL OF COMMAND SCREEN SLATES:

a. Following screening of officers for major command, the community distribution director prepares major command screen slates assigning screened officers to respective commands. The Surface and Aviation Division Directors (PERS-41 and PERS-43) consult and coordinate aviation officer major ship and amphibious sequential command slates. The purpose is to facilitate matching officer experience and qualifications with appropriate sea command type. After consultation with community flag leadership, the slates are submitted via PERS-4 to CNPC for approval.

b. Following screening of officers for CDR command, the community distribution director prepares CDR command screen slates assigning screened officers to respective commands. The CDR command slates are approved by PERS-4.

3. COMMAND TOUR LENGTHS. As a general rule, command tour lengths are 24-27 months for sea commands and three years for shore commands (24 months for Fleet Support CDR Command). Major shore command tours are for two years. Chapters 3 and 4 contain detailed information on prescribed tour lengths for all types of officer assignments.

4. WOMAN OFFICER COMMAND POLICY. Where otherwise eligible, selection of women officers to command in any grade will be such as to provide equal command opportunity with male officer counterparts. All command policies enumerated herein apply to officers regardless of sex.

5. LCDR COMMAND POLICY. Command of an MHC, MCM, ARS, ATS or LCDR Command assignments in general, are considered to be equivalent to assignment as XO in LCDR grade. This policy does not preclude assignment of quality officers to both an XO and LCDR command tour.

6. NUMBER OF COMMAND TOURS AND EXCEPTIONS. It is general policy that a

URL officer be assigned to only one screened command in a given grade. Certain planned exceptions to this policy exist for the reason of maximizing fleet readiness. These exceptions, by grade, are as follows:

CAPT	All	Designated second sequential commands include: PHIBRONs, some TACDESRONs, Readiness Support Groups (RSGs), SURFGRUMED, LHA, CV, CVT, and CVNs. Normally, these are immediate follow-on tours to a major afloat command.
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7. POLICY FOR TAR OFFICERS:

a. To ensure TAR community progression, the following procedures will be utilized for administrative boards and surface officer placement.

(1) All administrative boards that screen TAR officers will have TAR officer representation.

(2) The Surface Officer Distribution Division will alternately assign, to the maximum extent possible, TAR and USN Surface Warfare Officers to CO and XO billets on NRF ships; for example, CO-TAR, XO-USN then CO-USN, XO-TAR. This policy does not preclude assignment of TAR Surface Warfare Officers to USN ships as CO or XO.

b. TAR Pilots and NFS are screened for Naval Reserve Commander and Captain Command by boards specifically established for that purpose. However, TAR officers may be considered by all appropriate screening boards and compete on the basis of qualifications. Quotas will not be established for TARs in the screening process. However, boards will be briefed on the unique aspects of TAR career patterns. TAR officers will be utilized as members of selection and screening boards for which their experience and performance qualify them. TAR membership on selection and screening boards is required when TARS are being considered by the board.

c. TAR pilots and NFS who have screened for command through an active duty command screening board will be assigned command of a fleet aviation squadron or activity on a replacement basis, i.e., a TAR will be assigned to command a fleet aviation squadron or activity to replace each USN officer assigned to command a reserve squadron or activity. This interchange of TAR and USN COs for aviation squadrons will be accomplished within the percentage limitations outlined below.

(1) Active duty officers (TAR and USN) will command Reserve Force Squadrons (RESFORONs) normally no more than a maximum of 20% of the time, i.e., no more than 1 year in every five.

(2) No more than 50% of RESFORONs in any one community will be commanded by active duty officers at any one time.

d. The number of active duty officers (TARS and USN) in command of RESFORONs at any one time will normally be 10% (5) with a maximum of 20% (9).

e. No more than 50% of RESFORON CO billets in any one community may be filled by active duty officers at any one time.

8. Security clearance requirements and the level of access required for a CO necessitates that the officer ordered to these billets have a completed Single Scope Background Investigation (SSBI) on record prior to assuming command. Orders written shall include the following information:

"Officer will require an SSBI completed within the last five years. If such SSBI has not already been completed or initiated, command delivering orders is directed to initiate request for SSBI as soon as practical. SECNAVINST 5510.30 (series) paragraph 8-7 pertains."

9. Transfer of Command Reports. When orders are generated which order an officer to command of any Navy activity (shore and sea duty) the OPNAV AUK 00011 is to be included as an "info copy to." Passing instructions to CNO (OP-09B4) are included in the opening free text portion of the orders.

6.2 COMMAND SCREEN BY RANK/DESIGNATOR

1. MAJOR COMMAND SCREEN (1110/1130/114X/11X7). Screen is by formal administrative board action. NPC (PERS-41) is the recorder for the board. Designated Flag Officers are members and membership changes with each board. MAJ CMD Selection opportunity is 50 to 60 percent with 50 percent of the year group quota selected on the first look, 30 percent on the second look and 20 percent on the third look. Screening commences following selection to CAPT. A special "additional look" will be available upon constituent petition when it can be shown that the officer was somehow disadvantaged or the officer's record unfairly considered during the normal selection process. Petition is made in writing to the selection board president, via PERS-41, to include or exclude the petitioner's record from the board. Additional look selectees will count against the last normal look select quotas for the next junior year group.

2. MAJOR COMMAND SCREEN (1100/1200). Screen is by formal administrative board action. NPC (Pers-44) is the recorder for the board. Designated Flag Officers are members and membership changes with each board.

3. CAPT COMMAND SCREEN (1310/1320). Screen is by formal administrative board action. NPC (PERS-43) is the recorder for the board. Designated Flag Officers are members and membership changes with each board.

4. CAPT COMMAND SCREEN (1120). Screen is by formal administrative board action. NPC (PERS-42) is the recorder for the board. Designated Flag Officers are members and membership changes with each board.

5. CDR COMMAND SCREEN (1110/1115/1117/113X/114X/6XXX). Screen is by formal board action. The board consists of three surface warfare Flag Officers, one of whom serves as senior member, and at least six CAPTs who have successfully completed their commander sea commands. For 111x, CDR CMD Selection opportunity is 45 to 55 percent with 10 percent of the year group quota selected on the first look, 40 percent on the second look, 30 percent on the third and 20 percent on the fourth look. Screening commences when eligible for CDR (2 year below zone). A special "additional look" will be available upon constituent petition when it can be shown that the officer was somehow disadvantaged or the officer's record unfairly considered during the normal selection process. Petition is made in writing to the selection board president, via PERS-41, who will recommend to the board president to include or exclude the petitioner's record from the board. Additional look selectees will count against the last normal look select quotas for the next junior year group.

6. CDR COMMAND and LCDR COMMAND SCREEN (113X). Screen is by formal board action. The Board consists of one special warfare Flag Officer, who serves as senior member, and ten Captains/Captains (sel) who have successfully completed their command sea tours. CDR CMD Selection opportunity is 50 percent through three looks and LCDR CMD Selection opportunity is 75 percent through three

looks. Screening commences for CDR CMD when selected by Statutory board for Commander and LCDR CMD when selected by Statutory board or Lieutenant Commander. A special "additional look" will be available upon constituent petition when justified by exceptional circumstances.

7. INITIAL COMMAND SCREEN - CDR/LCDR (13XX):

a. Screen for Aviation Squadron Command will be by formal administrative board action. The "Aviation Command Screen Board" is composed of designated aviation officers from the various operational communities. Representation will reflect as wide a distribution as feasible from these communities, as well as one representative each from COMNAVAIRLANT, COMNAVAIRPAC and CNATRA. Individual members will be officers who have served in aviation commands, and who preferably are serving or have served in a "bonus eligible" billet as a CDR. Members may be the rank of CAPT or CAPT select. The senior member is an aviation Flag Officer. NPC (PERS-431) is the sponsor and senior recorder for the board.

b. Competitive grouping for selection is arranged by screen group within the individual operational communities. The initial opportunity for screening occurs the year prior to being in zone for promotion to CDR. Screen opportunity for a specific screen group continues for three years with the first and second years primarily for operational commands and the third and final year generally utilized for special mission commands. A screened XO in an aviation squadron normally fleets up to CO upon completion of a successful XO tour.

8. BONUS ELIGIBLE - CDR (13XX). The Aviation Command Screen Board is also responsible for selection of a bank of officers to fill Bonus Eligible billets (CVN/CV/LPH Executive Officer) and Second command-in-grade (TACAIR and Rotary Wing Fleet Replacement Squadrons). Eligibility begins after an officer has received a meaningful fitness report as a commanding officer and continues for three years or until selection for promotion to Captain.

9. CDR/LCDR (1120). Officers will be screened for command of submarines by formal board action. Board procedures and composition are as follows:

a. The Submarine Command Selection Board will be convened annually by CNPC.

b. The board will consist of at least one RADM and four CAPTs. All board members will have prior experience as submarine COs. Representation will be from both fleets as well as the Navy Department.

c. CNPC will establish the eligibility zones and provide a list of officers to be considered by the board. The board will review the records of all officers being considered, and will assign each officer to one of the following classifications:

- (1) Cleared for nuclear powered submarines.
- (2) Cleared for ARD command.
- (3) Cleared for command of nuclear powered submarines (Submarine Support) (COSS).
- (4) Cleared for command of diesel powered submarines.
- (5) Unresolved.

(6) Not cleared for command.

d. In addition, the precept letter to the senior member of the board may require a relative priority listing. Eligible officers will have at least three opportunities for command selection, and will compete for available command quotas allotted to that officer's year group.

10. GENERAL SUBMARINE OFFICER (GSO) (1120)/LIMITED DUTY OFFICER (LDO) (62XX) (64XX). Officers are screened for assignment to SS and Auxiliary Repair Dock (ARD) commands in LCDR grade. SS and ARD commands are considered to be equivalent to command in the CDR grade.

11. ARD COMMAND. Screening of officers for command of ARDs will be accomplished by board action, and is the responsibility of the Head, Submarine Nuclear Power Distribution Control Branch (PERS-42).

12. LCDR COMMAND SCREEN (111X, 114X)

a. LCDR. Screening is performed by the same formal administrative board utilized for LCDR screening (XO screening). The board consists of one Flag Officer and 9-13 post command CAPTs/CDRs. This screen is a "three look" procedure that begins following selection to LCDR. XO Selection opportunity is 60 to 75 percent with 50 percent of the year group quota selected on the first look, 30 percent on the second look and 20 percent on the third look. Officers who screen successfully in their first/second look for XO are potential candidates for LCDR Command screening. Those officers who request (in writing) to be screened for LCDR Command will have their records reviewed.

(1) Because 80 percent of a promotion year group's quotas are selected in the first two of three looks, nuclear trained surface warfare officers (SWO(N)) with less than 12 months conventional department head experience are extremely unlikely to screen. For protection of SWO(N) officer's screen opportunities that have been disadvantaged because of assignment demands, PERS-424 recommends to PERS-4, via PERS-41/PERS-42, that SWO(N)s be removed from the screening process with further looks held in abeyance until completion of SWOS Department Head course and at least 12 months of conventional department head experience. These officers' records will then be placed before the LCDR CO/XO screen board in accordance with normal procedures. NO officer's records will be withheld for more than two LCDR CO/XO screening boards.

b. LT CO AFLOAT SHIPS (111X). The following qualifications are required for screening and assignment of 111X officers to LT CO Afloat ships:

(1) All first tour 111X Department Heads may compete for PC command. Screening is initiated upon receipt of the officer's written request for PC command as endorsed by their current command. Officers are encouraged to submit their request midway through their 1st Department Head tour (7-9 months prior to PRD).

(2) An informal board composed of post-command officers in PERS-41 screens all applicants and recommends approval or disapproval of each request. The final screening authority is PERS-4.

(3) Principal screening criteria for each applicant includes competitive ranking with one's peers as both a Division Officer and Department Head. While no minimum eligibility requirements are established, desirable candidates include those officers with a broad range of functional experience

(i.e., previous tours in a variety of ship platforms and departments) and professional achievements (such as EOOW and TAO qualifications).

(4) There is no PC command bank. Slating to PC command is dependent on successful screening as well as availability at PRD. PC Commanding Officers are slated on the Department Head Splitter Slate which is approved by PERS-41. Officers screened for PC command but not slated are assigned to another Department Head tour in accordance with the Department Head Sequencing Plan.

13. FLEET SUPPORT OFFICERS (170X). Fleet Support Officers must be XO screened to be assigned to a LCDR CO/XO billet (except 1707s who may be assigned to Naval Reserve Centers (NRCs) without screening).

14. INCUMBENTS OF 1000 LCDR XO/CO BILLETS. incumbents of any designator filling 1000 LCDR XO/CO billets are not normally granted voluntary tour extensions.

15. WARFARE BILLETS. Assignment of 170X officers to warfare billets is authorized on a case basis when qualified warfare officers are not available for those billets.

16. LIMITED DUTY OFFICER (LDO) BELOW GRADE OF CDR AND CHIEF WARRANT OFFICER (CWO) (61XX/71XX). Screen is by informal board. The assignment officer will initiate action by proposing officers for command. Such proposals will normally be on the basis of availability. Additionally, board procedures will be such that each member of the board will recommend either approval or disapproval of the proposed assignment with the senior member making the final decision.

6.3 MAJOR SHORE COMMAND

1. Normally, assignment to a major shore command comprises the one screened command in grade for CAPTs.

2. Apportionment of 1000/1050 Major Shore Commands among the various URL and Fleet Support communities is weighted to provide equity of overall major command opportunity; hence, it is not normally proportionate to the relative numbers of officers in each specialty.

3. The Major Shore Command Plan is reviewed annually as a separate issue. In odd calendar years, a zero-base study is conducted and in even calendar years, the review is restricted to reviewing new proposals within the existing framework. When considering an activity for designation as a Major Shore Command, both objective and subjective factors are assessed. Objective factors are the activity's military and civilian manning levels, plant replacement cost and O&MN/O&MN(R) funding levels. These objective criteria are combined to form a quantitative objective ranking factor. Subjective factors including importance of the activity's mission and scope of responsibilities, the operational tempo, and high Congressional and Navy interest are considered individually and in a non-quantitative manner. Besides considering the addition or deletion of activities to the Major Shore Command List, the annual Major Shore Command Plan Review serves as a regular forum in which to discuss other Command Plan issues which are included in the Shore Command context. The results of the annual Major Shore Command Plan Review are briefed to CNPC. After CNPC approval, a memorandum summarizing the study's results is forwarded for CNO approval. Upon receipt of CNO approval, a OPNAVNOTE 5450 (Major Shore Command) is issued.

4. MAJOR SHORE COMMAND SCREENING OPTIONS. Incumbents in commands which become designated as major shore commands during the period of incumbency will be permitted to select one of two major command screen options as a result of such designation:

a. Accept designation as "Screened for Major Command" in the screen category applicable to the major command in which they are now serving, if so selected by respective command screen board.

b. Decline designation as "Screened for Major Command" and compete with contemporaries for subsequent designation and major command assignment other than the command which was designated a major command in their incumbency.

5. MAJOR COMMAND SELECTION LISTS. URL and Fleet Support officer major command selection lists are approved by CNPC. Accordingly, any change to those lists involving proposed transfer of an individual's name from one list to another must be approved by CNPC. Such requests will be initiated, in writing, by the appropriate NPC division director and forwarded via NPC (PERS-4). NPC (PERS-45) will be made a copy-to-addressee on such correspondence and will maintain a file of same for reference purposes. Requests will be fully documented with rationale for the proposed change which must clearly demonstrate that alternatives are not available. No commitment will be made to individuals prior to approval of changes by CNPC.

6.4 DETAILING TO MAJOR COMMAND, COMMAND AND XO BILLETS

1. In filling major command, command and XO billets ashore, detailers will give priority to those officers who have been formally screened by board action over those who have not been board screened and over those who have already served in such a billet at the same paygrade.

2. If two officers are in contention for the same billet and one has been board screened and the other has not or has already served in a similar billet, a flag review will be conducted at the request of any URL detailer involved (PERS-41, 42, 43 or 4419). The review will determine which officer is better qualified for that particular billet.

6.5 ACQUISITION PROFESSIONAL MAJOR ASSIGNMENT

1. Each officer community major command screening board reviews records of AP qualified Captains and Captains(sel) to identify those assignable to major acquisition commands. Selectees are placed in a "pool" of assignable officers which are then available for the Systems Commands slating panels and subsequent AWOC review in the case of Major programs. These officers compete with other candidates which may include civilians and Marine officers in accordance with the best qualified policy. For more information on the AP program, see chapter 8.

6.6 COMMAND OF MAJOR LABORATORIES

CAPTs of several designators are eligible to command major laboratories. The growth of major projects in the Naval Systems Command has required the qualification of CAPTs in weapon systems acquisition techniques to direct them. CNPC takes a direct, personal interest in the selection of COs for these vital major commands. The criteria for selection of officers to command NAVSYSCOM Research and Development Centers closely resembles those used for selection as MPM. URL CAPTs must have screened for either major shore command or as MPM. Restricted Line (RL) CAPTs must have screened as MPM. LAB

Commanding Officers are proposed by NPC from Major Shore Commander candidate lists, selected by Chief of Naval Research, and approved by Assistant SECNAV (RD&A). Placement officers ensure concurrence of ASN (RD&A) prior to issuing orders for COs.

6.7 CO OF NAVAL RESERVE CENTERS (NRCs)

All officers assigned to command of Naval Reserve Readiness Centers (NRRCs) and NRCs will be administratively screened prior to assignment. Officers will be screened to ensure only properly qualified and experienced officers of the appropriate grade are ordered to command of NRRCs and NRCs. The head of the administrative screen board will be the Director, RL/Staff Corps Officer Distribution and Special Placement Division (PERS-44). The Head, TAR Officer Distribution Branch (PERS-4417) will serve as a permanent member. Other required board members, if necessary, will include the division directors, PERS-41, 42, and 43 or their deputies, depending upon the designator of the officer to be screened.

6.8 CO/OIC OF PERSONNEL SUPPORT ACTIVITY (PSA)/PERSONNEL SUPPORT ACTIVITY DETACHMENT (PSD) AND DIRECTOR OF MILITARY PAY

1. Quality leadership through the assignment of qualified Fleet Support Officers, LDOs, CWOs and E9s is necessary at Pay/Personnel Administrative Support System (PASS) activities. Accordingly, only highly qualified individuals who have demonstrated professional competence and leadership ability are considered for assignment to these billets. Specifically:

a. Fleet Support officers, LDOs, CWOs and E-9s will be considered for assignment as commanding officers/officers in charge of PSA/PSD activities. These personnel must be capable of carrying out all the functions that the billet requires.

b. URL ensigns and lieutenants junior grade will not be assigned as officers in charge of PSDs.

2. En route training requirements when assigned as:

a. PROSPECTIVE OFFICERS-IN-CHARGE OF PSDS. Two days TEMDU at the parent PSA for PASS indoctrination and briefings on issues unique to the individual PSD.

6.9 NAVY RECRUITING DISTRICT XO TO CO FLEET UP POLICY

Navy Recruiting District (NRD) Commanding Officers will be afforded greater exposure to the recruiting process and environment prior to assuming command by serving as executive officers at the NRD which they are slated to command. Officers screened for command will spend 18 months in the Executive Officer billet followed by 18 months as Commanding Officer. Officers will be required to fleet up regardless of their past recruiting experience. Exceptions will only be granted for officers who have previously served as Executive Officer of a NRD. Selection for NRD command will be via the community command screen process. The Command Leadership Course will be incorporated into the established NRD command training pipeline.

6.10 TAD FOR OFFICERS IN COMMAND

Periodically, it is necessary to order officers in command to Washington, DC for interviews in connection with future assignments. In order to ensure that appropriate officers in the chain of command are properly informed,

concurrence of the officer's immediate superior in command will be obtained prior to issuance of TEMADD orders, to any officer assigned at that time as CO of a sea or shore command. This normally is accomplished by sending a message to the CO's immediate superior, with information addressees if appropriate, requesting permission for the CO to be away from his/her command during the period required.

6.11 PROCEDURES FOR OFFICERS NOT DESIRING ORDERS TO COMMAND OR EXECUTIVE OFFICER

In those instances when an officer has been screened for command or executive officer but does not desire orders to command or to a major project, the following procedures apply:

1. Officers indicating non-acceptance of these orders will be required to submit an official request to NPC. This letter and the results of subsequent actions will become part of that officer's official record.
2. Upon receipt of a written request to decline orders to command or a major project, cognizant NPC division directors will originate a memorandum to CNPC for NPC (PERS-4's) signature discussing the circumstances.
3. If retirement in lieu of orders is contemplated, SECNAVINST 1811.3 series and MILPERSMAN 1810-020 apply.
4. Final disposition of all cases will be determined by CNPC.
5. The decision to decline command is a professional decision by the officer concerned. This decision is limiting, however, only with respect to assignment to command. Officers who have turned down command remain eligible for assignment to billets, ashore or afloat, in their warfare specialty or subspecialty, subject to the needs of the Navy.

6.12 COMMAND DE-SCREENING

1. Prior to assignment of screened officers to command, assignment officers, placement officers and assignment division directors will screen each record to ensure there has been no decline in an officer's performance. Recommendations for de-screening will be forwarded from NPC (PERS-4) to CNPC for the final decision. An appropriate type of notification letter signed by CNPC shall be sent to the affected officer.
2. Command Boards will review records of those officers previously screened but not yet assigned to ensure there is no decline in performance subsequent to the original screening. Officers de-screened as a result of the review will be notified by letter signed by CNPC.

6.13 PROCEDURES FOR URL OFFICERS NOT DESIRING AN XO ASSIGNMENT

In those instances when a URL Officer has been screened for XO but does not desire orders to an XO billet, that officer will be required to submit an official letter to NPC (PERS-4) declining such an assignment. NPC (PERS-4) will respond to an officer's declination letter with a de-screening letter that will be sent to the officer and to the officer's permanent official record. These officers will remain eligible for assignment to other billets subject to the needs of the Navy.

6.14 PROCEDURES FOR DE-SCREENING URL OFFICERS FOR XO

1. XO boards will review records of those officers previously screened but not yet assigned to ensure no decline in performance subsequent to original screening. Officers de-screened as a result of the screening board review will be notified by letter signed by NPC.

2. Officers will also be de-screened as a result of their declination of an XO assignment. NPC (PERS-4) will respond to an officer's declination letter with a de-screening letter that will be sent to the officer and to the officer's permanent official record.

6.15 COMMAND - XO ASSIGNMENT COORDINATION

1. Grade assignment officers carefully coordinate assignment of COs and XOs with placement officers. To the extent feasible, assignments will be made effectiveness of the two top leadership positions within the chain of command. At least eight weeks will separate the rotation dates of the CO and XO of a command, except for aviation squadrons in which the XO fleets up to CO. Exceptions may be authorized by NPC placement division directors after the cognizant activity placement officer has liaised with the command and taken all possible action to alleviate adverse impact.

2. CO AND XO 1000-DESIGNATOR BILLETS:

a. The list of URL Commander Commands will be validated annually by N13 and PERS-4.

b. An equitable apportionment of 1000/1050-designator CDR billets will be established by N-13 annually. Based on this apportionment and projected vacancies, a command allocation plan will be published annually after PERS-4 approval. This plan will identify the specific commands and the number of commands to be allocated to each of the URL communities.

c. Once the official apportionment has been promulgated by N-13, the following procedures apply:

(1) PERS-452 will prepare a list of all CDR 1000/1050-designator command billets which will become available within a minimum 24 month period beginning with October of that year. PERS-452 will send this list to placement officers for review.

(2) Placement officers will review this list for completeness, correct PRDs of incumbents, and annotate billets to reflect requests for particular designators based on known requirements (if any). Placement officers will return these changes to PERS-452. PERS-452 will then send an updated list to the appropriate assignment officers.

(3) From this list, assignment officers will identify the billets they desire and forward this information to PERS-452. Billets which have been previously allocated to a specific community are not available for selection unless a mutually agreed upon exchange is approved by PERS-4.

(4) PERS-452 will chair a meeting of the appropriate assignment and placement officers to discuss the proposed allocation of command billets. The proposed allocation plan will be subject to final approval by PERS-4, then immediately distributed to assignment and placement officers.

(5) PERS-45 will arbitrate cases of conflict and prepare documentation to forward to PERS-4 for a final decision, when necessary.

(6) Placement officers may post the identified billets once the allocation plan has been approved by PERS-4.

d. LCDR 1000/1050-designator CO and XO billets are not involved in the above procedure. These billets will be allocated in the normal Billet Fill Decision (BFD) process based on inventory and placement officer recommendation.

3. COS AND XOS OF MEDICAL TREATMENT FACILITIES PROVIDING INPATIENT CARE

a. Normally, the CO or the XO will have a master's degree in Management. CNP retains waiver authority. Members currently serving in a CO or XO billet or who have successfully completed a CO or XO tour within the past three years from 25 March 91, are exempt.

b. XOs will normally "fleet up" to CO.

(1) Naval Hospitals San Diego, Oakland, Portsmouth and National Naval Medical Center Bethesda are exempt.

(2) CO/XO total tour length will generally be 36 - 48 months (allowing 18 - 24 months XO/18 - 24 months CO rotation).

4. Officers assigned as CO, XO or Diving Officer of ships with a primary mission involving diving are to be experienced divers in accordance with MILPERSMAN 1210-140. COs and XOs of an AD, AR, or AS are not required to be experienced divers.

6.16 PROSPECTIVE COMMANDING OFFICER (PCO)/PROSPECTIVE EXECUTIVE OFFICER (PXO) PIPELINE TRAINING

1. All PCOs and PXOs ordered as COs/XOs of commands specified in enclosure (1) of OPNAVINST 1500.49 (series) will attend the Fleet Tactical Training Course (FTTC) course at TACTRAGRULANT Dam Neck, VA or TACTRAGRUPAC San Diego, CA. In addition, all Commanders and Captains en route to their first command, will attend the Command Leadership Course (CLC) at Newport, RI. PXOs (LCDR and above) who have not previously attended, will attend the TQL/SLS course at Coronado NAB, San Diego CA or Dam Neck, VA until the course is replaced with the Executive Officer Leadership Course.

a. Every Commander (0-5) and Captain (0-6) en route to their first command will attend CLC prior to assuming command and normally while en route to their command. Lieutenant Commander command does not count as first command. Quota Control (PERS-452) will assign quotas to each prospective commanding officer (PCO) on an as available basis via the appropriate placement officer. If a quota is not available for the PCO, they will be prioritized for attendance by Quota Control. The priorities will be: (1) Deploying commanders and Overseas Shore commanders, (2) Shore commanders. This policy does not prevent the attendance of an officer slated as a PCO from attending CLC in a TAD status. Waivers, in the event CLC cannot be completed prior to assuming command, will be initiated by the Division Director heading the placement function for the PCO's activity forwarded to CNP via Quota Control. Waivers for extenuating circumstances may be granted only by the Chief of Naval Personnel.

2. TRAINING FOR SHIPS WITH WOMEN PERMANENTLY ASSIGNED:

a. PCOs of all Navy ships which have women permanently assigned (or

will have during command tour) will be ordered to NPC for a one day briefing as part of their PCO en route training pipeline. NPC (PERS-41, 42 and 43) shall schedule PCOs of the following ship classes: AD, AE, AFS, AGF, AO-177, AOE, AOR, AR, ARS, AS, ASR, ATF and LCC to visit NPC at a time that best fits within the PCO training pipeline. PCOs will meet with all personnel listed below:

(1) PCO Visit List

- (a) CNPC (15 minutes)
- (b) PERS-00W (60 minutes)
- (c) PERS-06, Legal Issues Brief (30 minutes)
- (d) PERS-402D, Enlisted Women Assignments (30 minutes)
- (e) MCPON (15-30 minutes)
- (f) BUMED (45 minutes)

(2) The order of visits is generally flexible. However, scheduling visits with CNPC first, followed by PERS-00W is optimal.

b. If a seven day notice can be given, BUMED representative (Code 22) desires to meet with PCOs at NPC. Otherwise, an official car should be arranged to take PCOs to MEDCOM.

c. Prior to PCO visits, CNPC will be provided with a short talking paper prepared by the cognizant NPC division.

6.17 CNO'S SENIOR OFFICER SHIP MATERIAL READINESS COURSE (SOSMRC)

1. All officers assigned to billets described in OPNAVINST 1520.29 (series) will attend the CNO's SOSMRC prior to reporting to those billets. Waivers of SOSMRC training may be considered, not automatically granted by NPC, for those officers with significant engineering tours of appropriate duration in which proficiency in operations, maintenance, and material management were strongly and successfully demonstrated. Although specific criteria listed in article 6.17.3. must be met before an officer may be considered for a waiver, it is the policy that all officers destined to billets for which SOSMRC training is required will attend the course unless there is an overriding need to do otherwise. Only CNPC is authorized to grant exception to this policy in accordance with the procedures listed in article 6.17.c. For Engineering Duty Officers (EDOs) assigned to billets for which SOSMRC training is optional, the Head, Engineering Duty Assignment Branch (PERS-445) will determine if SOSMRC training is required.

2. BILLETS REQUIRING SOSMRC TRAINING. Officers en route to the billets listed below who have not previously attended the course will complete SOSMRC.

a. FLAG OFFICER BILLETS:

COMCARGRU ONE
COMCARGRU TWO
COMCARGRU THREE
COMCARGRU FOUR
COMCARGRU FIVE
COMCARGRU SIX

COMCARGRU SEVEN
COMCARGRU EIGHT
COMLOGGRU ONE
COMLOGGRU TWO
Director, Ships Maintenance and Modernization Division (OP-43)

b. CAPT BILLETS

(1) MAJOR SEA COMMANDS:

AO	LHA	LPD
AOE	CV	LHD
AGF	LCC	LPH

(2) EXECUTIVE OFFICER

(3) STAFF AND SHORE ASSIGNMENTS:

CO, SWOSCOLCOM
Director, Propulsion Engineering School, SERVSCOLCOM Great
Lakes
PMS 301
Propulsion Examining Board Senior Member
RSG Commanding Officer
SIMA Commanding Officer
Surface/Ship/Squadron Command

c. CDR BILLETS REQUIRING SOSMRC TRAINING (URL AND LDO)

(1) SEA COMMANDS:

AO 177 CLASS
CG 47 CLASS
DD 963 CLASS
DDG 51 CLASS
DDG 993 CLASS
FFG 7 CLASS
AE 26 CLASS
LSD 36 CLASS
LSD 41 CLASS

(2) OTHER:

CV Engineer Officers
CVN Engineer Officers
LHA Engineer Officers
LHD Engineer Officers
CO, SIMA NORFOLK (6130)

d. ENGINEERING DUTY OFFICER (1440) ENGINEERING BILLETS REQUIRING
SOSMRC TRAINING

(1) CAPT BILLETS

(a) TYCOM MATERIAL OFFICERS:

SURFLANT (N-4)
SURPAC (N-4)
AIRLANT (51)

AIRPAC (73)

(b) OTHER BILLETS:

INSURV Washington Senior Engineer

(2) CDR BILLETS

(a) STAFF BILLETS:

NAVSURFGRU MID-PAC Logistics Officer

(b) OTHER BILLETS:

CV Engineer Officers
CO, SIMA Pearl Harbor
CO, SIMA Little Creek
NAVSEA PMS 301B

e. LCDR BILLETS REQUIRING SOSMRC TRAINING:

(1) STAFF AND SHORE ASSIGNMENTS:

INSURV Washington, Boiler Inspector

(2) SEA COMMANDS:

ARS
MCM
MHC

f. SOSMRC TRAINING OPTIONAL BILLETS. Engineering duty officers going to billets listed below may be required to attend SOSMRC on a case basis, dependent on background and experience.

(1) CAPT BILLETS:

SUBINSURV Norfolk Senior Engineer
SUBINSURV San Diego Senior Engineer
NAVSEA 56 Dir Machinery Group
56W Dir Hull Sys Sub-Grp
56X Dir Propulsion Sys Sub-Grp
56Y Dir Aux. Sys Sub-Grp
56Z Dir Elect. Sys Sub-Grp

SEA 911 Dir Amphib and Comb Suppt Ship Logist. Div.
912 Dir Aircraft Carrier Ship Logist. Div.
SEA 913 Dir Surface Combatant Ship Logist. Div.
914 Dir Gas Turb Surface Combat Ship Logist. Div.

NAVSEA SURF SNMSO

3. WAIVER CRITERIA:

a. Officers ordered to the billets listed in OPNAVINST 1520.29 (series) must attend SOSMRC. CNPC may consider a waiver of the SOSMRC training for these officers provided they meet the following requirements:

(1) Successful engineer officer or CV MPA tour in a 1200 PSI ship

within five years of assignment to billet requiring SOSMRC, or,

(2) Successful engineer officer or CV MPA tour in a 1200 PSI ship during the PEB era, (1972 to present), but not within five years of assignment, and significant engineering experience gained through another tour such as CO of a 1200 PSI ship, PEB inspector, MTT member, 1200 PSI engineering instructor, or

(3) Successful engineer officer tour on a gas turbine ship and significant engineering experience gained through another tour such as CO of a gas turbine ship, PEB inspector, MTT member, gas turbine or engineering instructor, or,

(4) For EDOs, significant engineering experience and top performance in areas related to the billet requiring SOSMRC training for at least five years preceding the assignment such as Tender Repair Officer, Assistant Repair Officer in a Naval Shipyard, Repair Officer in an SRF, PEB inspector, INSURV board member, or TYCOM material staff assignment, or,

(5) Previous SOSMRC graduate and nuclear trained officer.

b. The above waiver criteria are to be considered as general guidelines relative to requesting SOSMRC waivers. Request for waivers for officers who are within the above guidelines will be considered and submitted on a case basis after careful evaluation of all factors including compliance with the spirit and intent of current assignment policy. Waivers for SOSMRC training shall be submitted in writing for CNPC approval via PERS-4 with copies to CNP and PERS-413.

4. ADMINISTRATIVE PROCEDURES FOR SOSMRC ASSIGNMENTS:

a. NPC division directors and the Assistant for Flag Matters (N00F) shall ensure that all officers assigned to billets requiring SOSMRC are graduates of the SOSMRC or are ordered to these billets via the SOSMRC.

b. Specific CNPC approval will be obtained for each case when SOSMRC training is required but deemed infeasible.

c. PERS-41/413 is the point of contact on all SOSMRC matters.

d. PERS-413 will prepare for PERS-41 signature, copy to PERS-4, an order writing instruction for use by all applicable division directors in preparation of SOSMRC orders.

e. Applicable detailers will submit assignments, ODCs, and required data sheets for SOSMRC attendees to PERS-424 at least six weeks prior to the class convening date. PERS-424 shall supply updated information packages for each prospective SOSMRC attendee.

f. PERS-413 WILL:

(1) Prepare course rosters.

(2) Coordinate the SOSMRC Guest Speaker Program

g. All flag officers attending SOSMRC will have vehicle rental authorization written in their orders. PERS-413 shall notify the appropriate division directors of additional senior CAPTs and CDRs who shall have vehicle rental authorization included in their orders after rosters are completed.

NPC division directors will prepare appropriate order modifications for the designated CAPTs and CDRs.

5. Exceptions to these policies must be approved by NPC.

6.18 PCO SHORE STATION MANAGEMENT TRAINING

1. The PCO Shore Station Management Training is a three week course conducted by the Chief of Naval Education and Training (CNET) in the Washington, DC area. The Shore Station Management course is mandatory for CO's only, and CO's of Stations noted in SECNAVINST 1520.9. Per SECNAVINST 1520.9 (series), quotas for officers attending under CNPC sponsorship are managed by PERS-444A. Tuition is paid by CNET. The following policies shall be followed in assignments of officers to command of various shore activities:

a. PCOs of major and non-major shore commands will attend unless excused by NPC (PERS-4).

b. Due to the limitation of only four classes per year, some reporting dates preclude attendance incident to PCS orders. Where that situation exists, PCOs of shore commands shall be ordered to the course TAD prior to detachment from their present permanent duty station, unless that station is located outside CONUS (including Alaska and Hawaii).

c. THE PRIORITY OF ATTENDANCE IS:

- (1) PCO and PXO of Navy major shore command on PCS orders
- (2) PCO and PXO of non-major Navy shore command on PCS orders
- (3) PCOs of major and non-major shore commands on TAD orders

2. The following procedures are to be utilized in ordering officers to the PCO Shore Station Management Training course:

a. OFFICERS ATTENDING INCIDENT TO PCS ORDERS. Normal order writing procedures apply in addition to the following:

(1) Proposals will be routed via PERS-444 for quota control.

(2) PTEXT P74031 concerning tuition will be utilized in orders to provide tuition funding by CNET. Provide a copy of the orders to the Director, PCO Shore Station Management Training Program, Arlington Annex 1608, CNET Washington Office, Washington, DC 20370-1000 (703-614-5748).

b. OFFICERS ATTENDING TAD UNDER NPC ORDERS. Those officers whose en route timing will not permit attendance incident to PCS orders will attend the subject course TAD prior to detaching from their present duty station. Note that this applies only to officers who have not yet reported to their new command (those officers already in place may attend if funded by their parent command. Quotas for these students are obtained directly by the command from CNET Director, PCO Shore Station Management Training Program.) For those officers attending TAD under NPC orders, the following procedures apply:

(1) A rough NAVPERS form 1321/3 will be initiated by the NPC assignment officer and routed via the losing placement officer, PERS-440E, and the gaining placement officer.

(2) NPC (PERS-444) will assign a quota.

(3) The losing placement officer is responsible to arrange the temporary absence of the PCO from his/her present command.

(4) The assignment officer will produce a smooth NAVPERS form 1321/3 and route via the NPC division director for signature, PERS-454 for cost checking, and PERS-4 for approval. Further routing will be PERS-021 to the TAD Orders Branch (PERS-454) for processing.

c. In accordance with SECNAVINST 1520.9 (series), tuition to the subject course is paid by CNET. Both PCS and TAD orders must include the following PTEXT:

P74031 A REGISTRATION FEE OF \$120.00 IS AUTHORIZED FOR ATTENDANCE
 AT THE SHORE STATION MANAGEMENT COURSE. REGISTRATION FEE
 PAID BY CNET.

d. Officers ordered to subject course shall be directed to report to the "CNET Director, PCO Shore Station Management Training Program, Navy Department, Washington, DC NLT 0730, (date) TEMDUINS about three weeks PCO Shore Station Management Training CLCVN _____."

e. It is recognized that some conflicts will arise in scheduling PCOs to this course. Conflicts will be resolved on a case-by-case basis. For those officers who can attend en route on PCS orders, attendance waivers will be rare. A policy of ordering officers TAD from their present command to a school which will benefit a future command is unusual. This procedure was adopted only after serious consideration, and acknowledgment of the program's importance to the Navy and a strong interest in its success by SECNAV. Scheduling problems should be resolved on a case-by-case basis with the officer's present command. Where resolution is not possible or attendance is obviously not practical (i.e., officer is presently in a deployed unit), a waiver of attendance should be requested by the assignment officer. Ensure the parent command understands that failure to attend the subject course, for whatever reason, must be reported.

6.19 SURFACE SHIP COMMAND QUALIFICATIONS

1. MILPERSMAN 1210-160 authorizes the designation "Qualified for Command" and establishes the general criteria required for qualification and validation, and establishes it as a mandatory prerequisite for a surface ship commander or captain command. OPNAVINST 1412.3 (series) provides definitive criteria and detailed procedural guidance in this regard.

2. The cognizant surface assignment officer enters the appropriate additional qualification in the officer's automated records. The AQD "Qualified for Command" is not equivalent to, or a substitute for, formal or informal (depending upon grade) command screening, and in no way guarantees an officer of assignment to command a surface ship.